



***Departmental Updates from the Clerks
and Planning Services Department***

July – September 2023

**CLERK'S DEPARTMENT QUARTERLY UPDATE
REPORT AS OF SEPTEMBER 30, 2023**

The Clerk's Department oversees a various services offered to the public, such as By-Law Modernization, Zoning By-Law Amendments (ZBLA), Site Plan Control Applications, Residential Land Sale, Marriage Licences, Burial Permits and the managing of Woodlands Cemetery. Below we provide statistics to the committee from the Clerk's Department from July to September 30, 2023.

By-Law Modernization Project/Work Plan:

Clerk's Department brought forth a work plan for the year, below we provide an update to the work plan.

By-law	Progress report:
Mobile Vendor	✓ By-Law 23-53 – passed on June 12, 2023.
Refreshment Vehicle	
Taxi	Under Review.
Sign	Under Review.
Business Licensing	In Progress.
Exotic Pets	✓ By-Law 23-57 – passed on June 12, 2023.
Absent Landlord	Draft Prepared.
Parking	Under Review.
Off-Road Vehicles	✓ By-Law 23-56 – passed on June 12, 2023
Swimming Pool	In Progress.
Nuisance (amendment)	In Progress.
Westview Park	Under Review.
Land Sales Procedure	Under Review.
AMPS program	Under Review.
Coalition Rough Sleeping Encampment Protocol/Procedures	Under Review.

Marriage Licences Issued by Month:

Month	Total of Marriage Licences Issued
July	10
August	5
September	11
Total Marriage Licences Issued:	26 (\$3,900 this quarter)

Death Registrations by Month Issued:

Month	Total of Deaths Registered:
July	19
August	28
September	15
Total Death Registrations:	62

Cemetery Statistics up to September 30, 2023:

Number of Adult Plots Sold:	3
Number of Cremation Plots Sold:	1
Number of Niches Sold:	6
Total Plots & Niches Sold:	10
Number of Burials Performed:	22

Lottery:

Types of Lottery Licences:	Total of Licences Issued:
Media Bingo	4
Hall Bingo	14
Raffle (50/50, Meat Spin, etc)	8
Total:	26

**MUNICIPAL ENFORCEMENT QUARTERLY UPDATE
REPORT AS OF JUNE 30, 2023**

The total calls for service from from July to September, 2023 are 188. In 2022, from July to September, the total calls for service was 247; this is a **23.88%** decrease in calls for service. Proactive patrols have been noted during this quarter.

A more proactive approach was taken during the summer which reduced the calls for service. Both the secretary and the Municipal Enforcement officers worked diligently on patrol to identify potential problems in a proactive manner.

Below is a table to the Orders and Tickets given in the third quarter of 2023.

Offence Given	Total Issued
Notice of Violations	
Zoning	1
Animal Control	4
Clean Yards	31
Taxi By-Law	2
Parking By-Law	1
Total Notice of Violations Issued:	39
Order to Remedy Violation of Standards of Maintenance and Occupancy	1
Parking Tickets Issued This Quarter:	2 (total to date: \$1720 paid from parking tickets)

From July to September 30, 2023, Municipal Enforcement has received 188 calls for service.

- **171** of those calls have been completed and closed; 90% of calls are completed and closed.
- **17** calls are currently open at this time. Most of the incidents that are currently open or are achieving compliance.
- Majority of the incidents during this quarter were for the following bylaws: Clean Yards, Noise and Nuisance, and Animal Control.

For July 2023, there were **68** calls for service.

- **All 68** calls have been completed and closed.
- The majority of the closed incidents were Animal Control, Clean Yards, and Noise and Nuisance.

For August 2023, there were **70** calls for service.

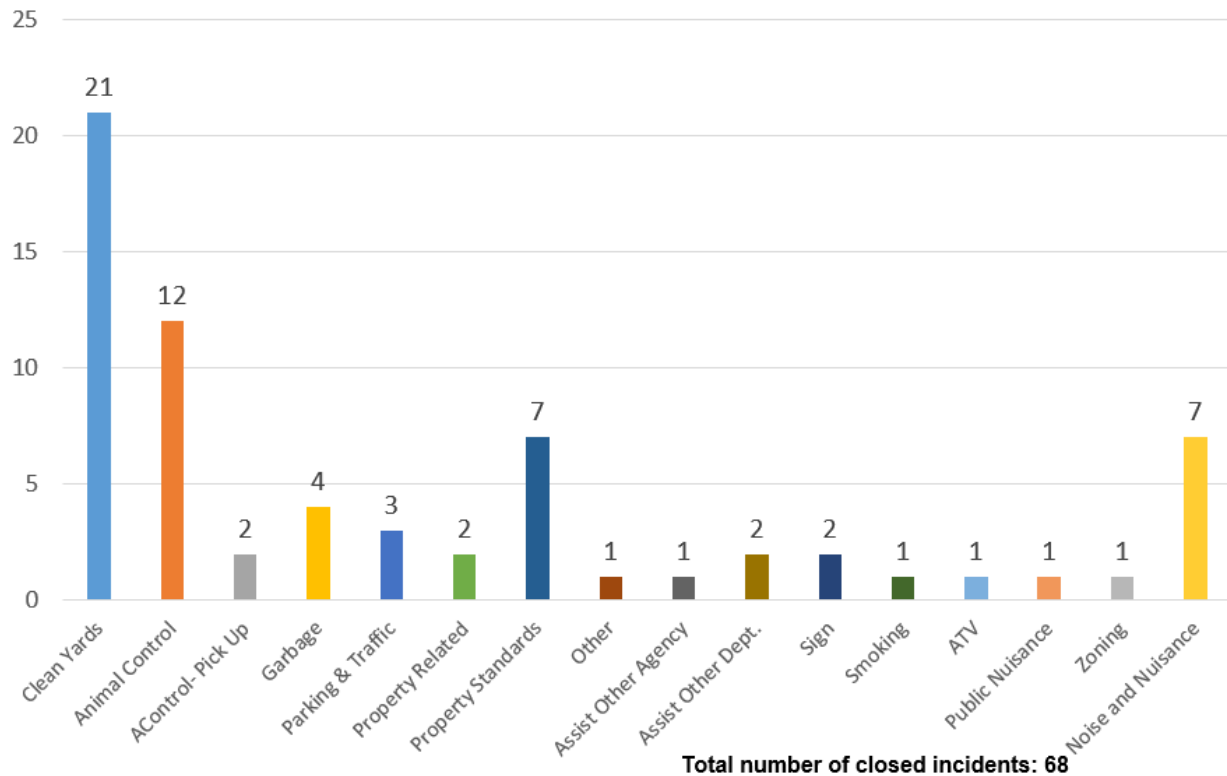
- **66** of those calls have been completed and closed.
- There are currently **4** open calls from August 2023.
- The majority of the closed incidents were Clean Yards, Noise and Nuisance, Animal Control and Animal Control – Pick Up.
- The categories of open incidents are Property Standards, Zoning, and Clean Yards.

For September 2023, there were **50** calls for service.

- **37** of those calls have been completed and closed.
- The majority of the closed incidents were Animal Control, Clean Yards and Property Standards.
- At the time of this report, there is currently **13** open call from September 2023; which are: Property Standards, Clean Yards, Noise and Nuisance, Animal Control and Parking & Traffic.

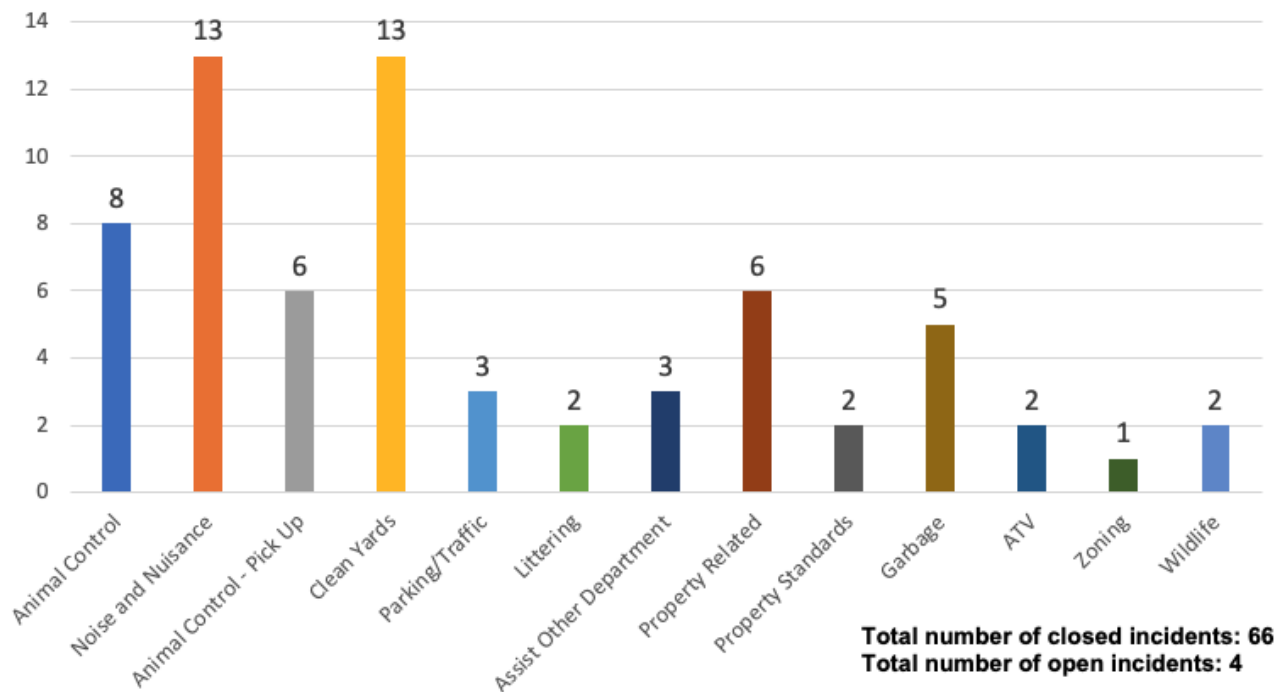
Total Calls for Service for July: 68

Closed Incidents for July 2023



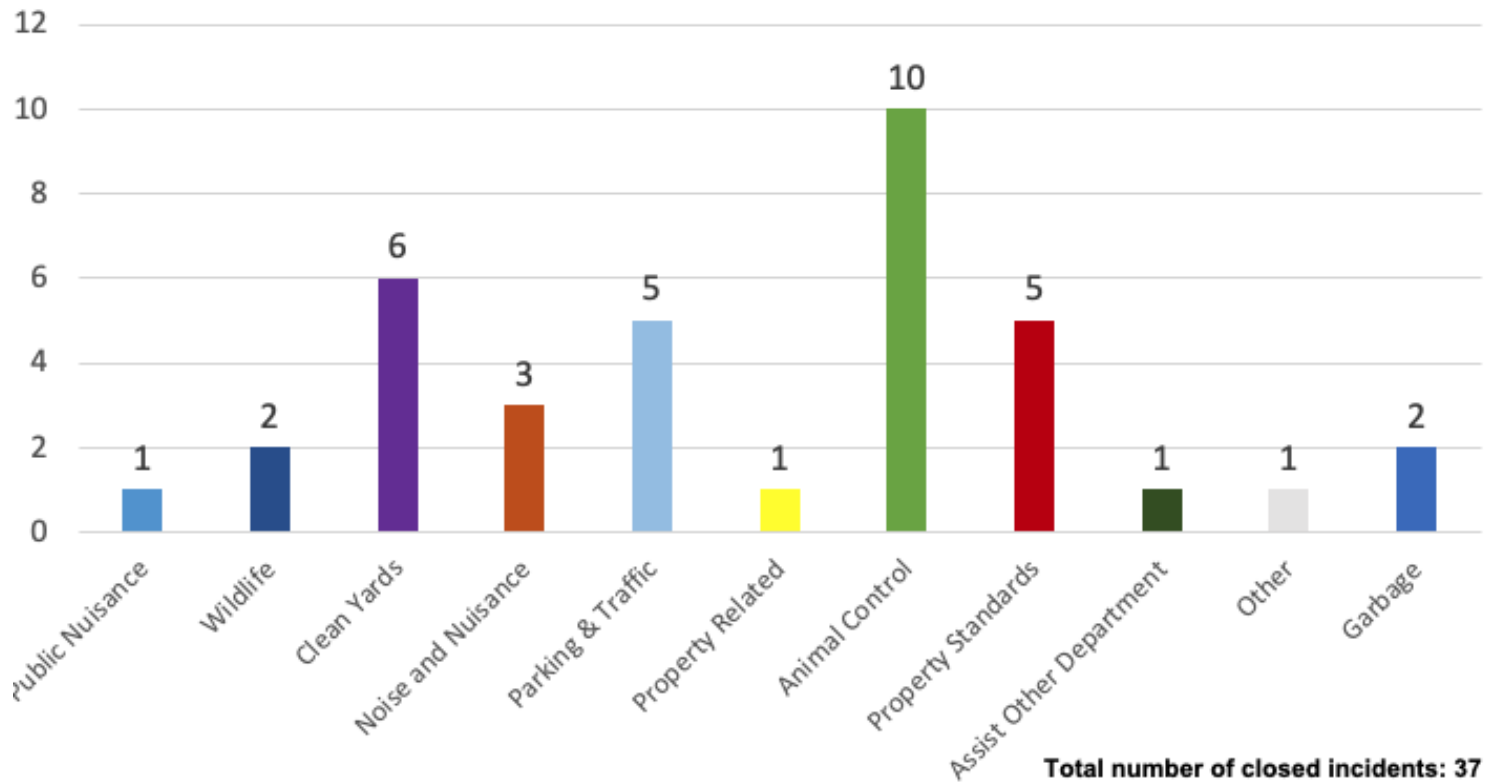
Total Calls for Service for August: 70

Closed Incidents for August 2023

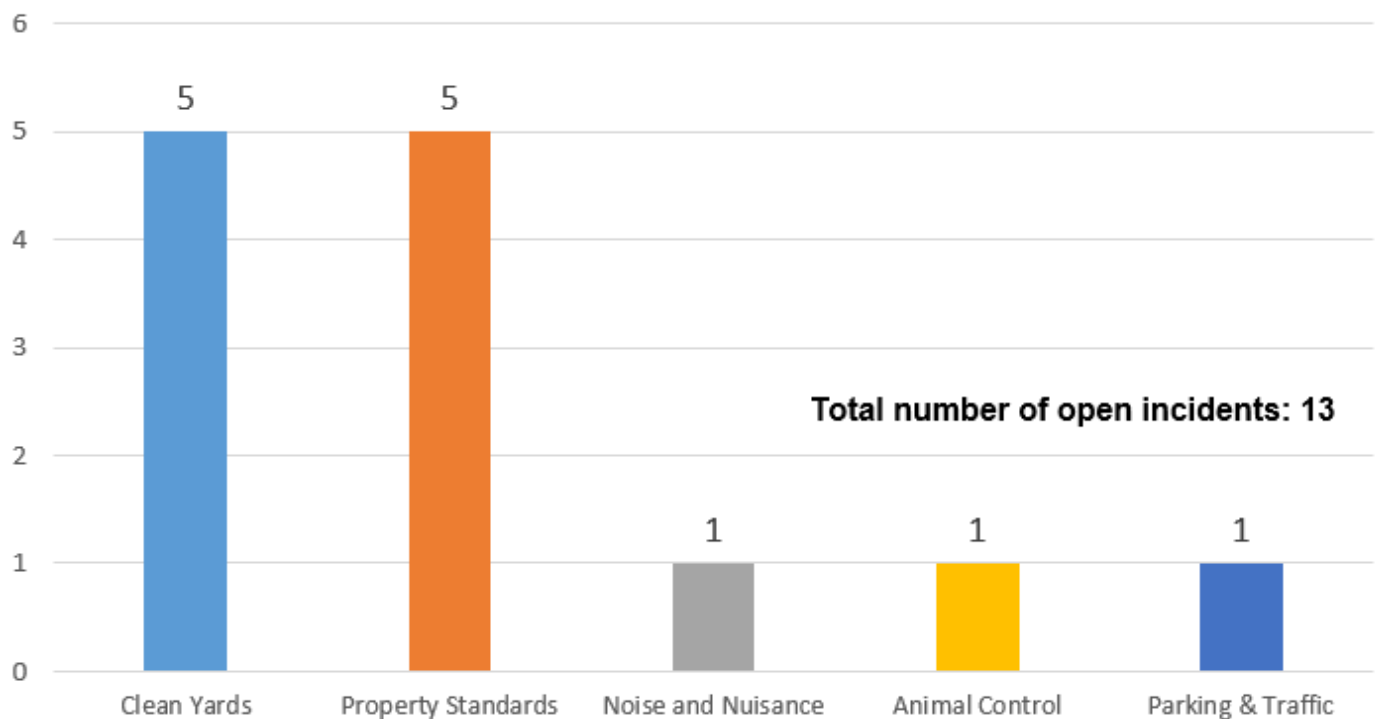


Total Calls for Service for September: 50

Closed Incidents for September 2023



Open Incidents for September 2023



**BUILDING DEPARTMENT QUARTERLY UPDATE
REPORT AS OF SEPTEMBER 30, 2023**

The Building Department is working effectively to meet the needs of the community and are actively available to answer inquiries on building permits. Staff has worked to inform and educate the community on the Building Code and Municipal By-Laws. During the summer months, the Department received a summer student who has been beneficial to the department with data entry and digitizing existing records.

Month	Number of Building Permits Issued
July	35
August	46
September	22
Total Permits Issued	103

- **15** notices for construction without a Building Permit were issued by the Building Inspector.

The Building Department has conducted **150** inspections from July to September Compared to July to September 2022 (**111** inspections conducted), this is a **35%** increase and the table below shows the inspections conducted by month.

Month	Number of Building Inspections Conducted
July	42
August	58
September	50
Total Inspections Conducted	150